

A Publication of the  
National Wildfire  
Coordinating Group

## NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM

Sponsored by  
United States  
Department of Agriculture

### TASK BOOK FOR THE POSITION OF

## SAFETY OFFICER TYPE 1 (SOF1) SAFETY OFFICER TYPE 2 (SOF2)

United States  
Department of the Interior

National Association of  
State Foresters

**(WILDFIRE ASSIGNMENT REQUIRED)**



**PMS 311-04  
NFES 2303**

**August 1993**

<b>TASK BOOK ASSIGNED TO:</b>
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
<b>TASK BOOK INITIATED BY:</b>
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

*The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.*

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK  
FOR THE POSITION OF**

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**FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are complete with signatures. I also verify that

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has performed as a trainee and should therefore be considered for certification in this position.

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**EVALUATOR'S SIGNATURE AND DATE**

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**EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER**

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**AGENCY CERTIFICATION :**

I certify that 

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has met all requirements for qualification in this position and that such qualification has been issued.

**CERTIFYING OFFICIAL'S SIGNATURE AND DATE**

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**CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER**

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National Interagency Fire Center, ATTN: Supply  
3833 S. Development Avenue  
Boise, Idaho 83705-5354

Order NFES # 2303

## NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

Position Task Books (PTB) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. Some positions also required that specific tasks be performed on a wildland fire—performance of these tasks on other types of incidents are NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the Wildland Fire Qualification Subsystem Guide 310-1. A brief list of responsibilities also appears below.

### RESPONSIBILITIES:

1. The **Local Office** is responsible for:
  - Selecting trainees based on the needs of the local office and the geographic area.
  - Ensuring that the trainee meets the training and experience requirements included in the Wildland Fire Qualification Subsystem Guide 310-1.
  - Issuing PTBs to document task performance.
  - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
  - Providing opportunities for evaluation and/or making the trainee available for evaluation.
  - Providing an evaluator for local assignments.
  - Tracking progress of the trainee.
  - Confirming PTB completion.
  - Determining certification per local policy.
  - Issuing proof of certification.
2. The **individual** is responsible for:
  - Reviewing and understanding instructions in the PTB.
  - Identifying desired objectives/goals.

- Providing background information to an evaluator.
  - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
  - Assuring the Evaluation Record is complete.
  - Notifying local office personnel when the PTB is completed and providing a copy.
  - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Being qualified and proficient in the position being evaluated.
  - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
  - Reviewing tasks with the trainee.
  - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
  - Identifying tasks to be performed during the evaluation period.
  - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
  - Completing the Evaluation Record found at the end of each PTB.
  - Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
4. The **Training Specialist** is responsible for:
- Identifying incident evaluation opportunities.
  - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
  - Providing PTBs to approved trainees on the incident when local agency was unable to provide them.
  - Documenting the assignment.
  - Conducting progress reviews.
  - Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.

## QUALIFICATION RECORD

POSITION: SAFETY OFFICER TYPE 1 & 2 (SOF1 & SOF2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><b><u>GENERAL</u></b></p> <p>1. <u>Obtain and assemble information and materials needed for kit.</u> Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Mobilization Guide). The basic information and materials needed are:</p> <ul style="list-style-type: none"> <li>• NWCG Fireline Handbook 410-1.</li> <li>• Forest Service Health &amp; Safety Code or equivalent safety handbook.</li> <li>• Safety officer's identity strip.</li> <li>• 100-ft tape.</li> <li>• Flagging (several colors).</li> <li>• Clipboard.</li> <li>• Writing tablet.</li> <li>• Graph paper/carbon paper.</li> <li>• Flashlight and batteries.</li> <li>• Pencils and assortment of magic markers.</li> <li>• Pocket notebook.</li> <li>• Camera and assorted ASA rated film (color print, slide, no Polaroid).</li> <li>• Hand-held tape recorder and extra batteries.</li> <li>• Compass.</li> <li>• Clinometer or Abney level.</li> <li>• Alarm clock.</li> <li>• Thermometer and wind gage/belt weather kit.</li> <li>• Light day pack.</li> <li>• Personal protection equipment.</li> <li>• Safety checklists.</li> </ul>	O		

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QUALIFICATION RECORD  
Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> <li>• Whistle.</li> <li>• ICS Form 213, General Message.</li> <li>• ICS Form 214 (unit log).</li> <li>• Chalk.</li> <li>• Binoculars.</li> <li>• Injury and accident forms.</li> </ul>			
<p>2. <u>Provide for the safety and welfare of assigned personnel during the entire period of supervision.</u></p> <ul style="list-style-type: none"> <li>• Recognizes potentially hazardous situations.</li> <li>• Informs subordinates of hazards.</li> <li>• Ensures that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensures adequate rest is provided to all unit personnel.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. <u>Establish and maintain positive interpersonal and interagency working relationships.</u></p> <ul style="list-style-type: none"> <li>• Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel.</li> <li>• Recognize cultural language difficulties as it impacts work output and expectations.</li> <li>• Provide equal assignment opportunities based on individual skill level.</li> <li>• Monitor and evaluate progress based on expected work standards, not race, color, or creed.</li> <li>• Individual agency values and policies are addressed throughout the tenure of the incident.</li> <li>• Differences in agency values and policies that affect the operation are arbitrated in a manner that fosters continuous positive working relationships.</li> <li>• Integrate cultural resource considerations into all management activities.</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>MOBILIZATION</u></b>  4. <u>Gather information necessary to assess incident assignment and determine immediate needs and actions.</u> <ul style="list-style-type: none"> <li>Incident Commander's/supervisor's name, location, contact.</li> <li>Current resource commitments.</li> <li>Current situation.</li> <li>Expected duration of assignment.</li> </ul>	I		
<b><u>INCIDENT ACTIVITIES</u></b>  5. <u>Interact and coordinate with all command and general staff.</u> <ul style="list-style-type: none"> <li>Receive and transmit current and accurate information.</li> </ul>	I		
6. <u>Develop a safety action plan.</u> Assures that hazards and risks are identified and adequately monitored for the duration of the incident. <ul style="list-style-type: none"> <li>The action plan is shared with the commanders and general staff and is revised as necessary.</li> </ul>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>7. <u>Identify potentially unsafe situation.</u></p> <ul style="list-style-type: none"> <li>Monitors all incident activities to identify any potentially unsafe situations.</li> <li>Takes appropriate action by contacting the responsible supervisor for corrective action.</li> <li>If necessary, takes direct action.</li> <li>Reports to IC and general staff any action affecting the IAP.</li> </ul>	W		
<p>8. <u>Identify those risks or hazards with the highest potential for serious accident or injury.</u></p> <ul style="list-style-type: none"> <li>Identify those types of operations on an incident of this type that most frequently lead to serious injuries or fatalities.</li> <li>Discuss with incident commander.</li> <li>Identify actions needed to prevent an accident from taking place.</li> </ul>	W/R		
<p>9. <u>Exercise emergency authority to stop and prevent unsafe acts.</u></p> <ul style="list-style-type: none"> <li>Use direct intervention to correct any extremely dangerous situation which is being performed outside of agency regulations, policies, standards and guidelines.</li> <li>Discuss with incident commander and document action in ICS Form 214 (unit log).</li> </ul>	W/R		

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Continuation Sheet

POSITION: SAFETY OFFICER TYPE 1 & 2 (SOF1 & SOF2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>10. <u>Initiates accident investigations within the incident area.</u></p> <ul style="list-style-type: none"> <li>Initiates accident investigation team for those accidents that occur within the incident area.</li> <li>Coordinate with the security manager and claims specialist.</li> <li>Insure that accident investigation report is completed and provided to incident commander and compensation/claims unit leader.</li> <li>The investigation should not interfere with the primary duties of the safety officer.</li> </ul>	W/R		
<p>11. <u>Prepare safety messages for the Incident Action Plan.</u></p> <ul style="list-style-type: none"> <li>Provide a safety message for each Incident Action Plan.</li> <li>Must be prepared within time frames designed by the planning section chief.</li> <li>List observed or projected risk/hazards by priority that requires emphasis.</li> </ul>	W		
<p>12. <u>Maintain ICS Form 214 unit log.</u></p> <ul style="list-style-type: none"> <li>Prepares unit log which will be completed no later than one operational period after the activities for which they are written have been completed.</li> <li>They will be legible and will contain enough information to reconstruct all major activities.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>13. <u>Order additional safety assistants as incident complexity requires.</u></p> <ul style="list-style-type: none"> <li>• All orders will be placed through the ordering manager.</li> <li>• Needs will be based on the severity and complexity of the incident.</li> <li>• Safety officer will be responsible for supervision and management of the safety assistants.</li> </ul>	W		
<p>14. <u>Prepare and present safety briefing.</u></p> <ul style="list-style-type: none"> <li>• Assigns assistants for camp briefings.</li> <li>• Presents a safety briefing at each briefing session conducted.</li> <li>• Briefing should contain information to alert incident personnel of potential risk/hazard considered to be most critical.</li> <li>• Answer any questions that may arise.</li> </ul>	W		
<p>15. <u>Debrief off-duty personnel.</u></p> <ul style="list-style-type: none"> <li>• Conducts debriefing with off-duty personnel to determine "what went right and what went wrong."</li> <li>• At a minimum debrief with safety assistants, division/group supervisor, air operations branch director, air support group supervisor.</li> <li>• Document incidents of a serious nature in the ICS Form 214 Unit Log.</li> </ul>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>16. <u>Post safety information on base bulletin board.</u></p> <ul style="list-style-type: none"> <li>• Post daily safety message and other safety information.</li> <li>• Coordinate with logistics section chief and information officer.</li> </ul>	I		
<p>17. <u>Prepare narrative or special reports.</u></p> <ul style="list-style-type: none"> <li>• When requested by the incident agency and/or incident commander, prepare narrative report of incident.</li> <li>• Include the following items: number of injuries and accidents, general safety situation and problem encountered, description of significant incidents or unsafe situations and recommendations for corrective action.</li> </ul>	W/R		
<p>18. <u>Request assistance from health departments.</u></p> <ul style="list-style-type: none"> <li>• Contacts and works with health department in providing inspectors to review the food and sanitation services on the incident.</li> <li>• A report of deficiencies and corrective action need will be provided to the food unit leader and base/camp manager.</li> </ul>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>19. <u>Monitor food and sanitation services inspections.</u></p> <ul style="list-style-type: none"> <li>Monitors on a daily basis, along with the food unit leader and base/camp manager, all operations of the food and sanitation services for compliance to health and sanitation standards.</li> <li>Document and discuss action needed with food unit leader and camp manager.</li> </ul>	I		
<p>20. <u>Inspect potable water supplies.</u></p> <ul style="list-style-type: none"> <li>Inspects potable water sources, hauling and storage containers.</li> <li>Any deficiencies identified will be documented and provided to the base/camp manager and procurement unit leader.</li> </ul>	I		
<p>21. <u>Review medical unit log.</u></p> <ul style="list-style-type: none"> <li>On a daily basis, reviews the medical unit log with the medical unit leader of all injuries and illnesses treated by the field medical station.</li> <li>From this review, determines trends and makes recommendations to incident organization for corrective or preventative action.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>22. <u>Monitor personal protective equipment needs.</u></p> <ul style="list-style-type: none"> <li>Meets on a scheduled basis with the supply unit leader to insure there is an adequate supply of personnel protective equipment to meet projected needs.</li> <li>For needed personal protective equipment, process order with supply unit leader.</li> </ul>	I		
<p>23. <u>Inspect hand tools for unsafe conditions.</u></p> <ul style="list-style-type: none"> <li>Review on a periodic basis with the tool and equipment specialist the condition of hand tools being received on the incident and those being reconditioned to determine they are safe for use.</li> <li>Any tools determined to be unsafe for the use will be removed from use and identifies as such.</li> </ul>	W		
<p>24. <u>Inspect incident facilities.</u></p> <ul style="list-style-type: none"> <li>Conducts a general inspection of the base and camp facilities as soon after it becomes operational and follows up on a periodic basis throughout the incident for compliance to all health and safety standards.</li> <li>All unsafe conditions identified will be documented and this information will be provided to the facilities unit leader and the base/camp manager.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
25. <u>Review and approve medical plan.</u> <ul style="list-style-type: none"> <li>Monitor plan to see that it addresses current status of incident.</li> </ul>	I		
26. <u>Inspect vehicles and drivers qualifications.</u> <ul style="list-style-type: none"> <li>A periodic inspection of vehicles will be conducted to insure they meet all mechanical and maintenance standards.</li> <li>Are vehicles being inspected at the beginning of each operational period?</li> <li>Are the drivers properly trained and have valid license to operate over the terrain they will be driving?</li> <li>All deficiencies will be documented and given to the ground support leader and equipment manager for corrective action.</li> </ul>	I		
27. <u>Monitor driver shift lengths.</u> <ul style="list-style-type: none"> <li>Audit time records of drivers to insure they have not exceeded the standards set by the agency on which the incident has occurred.</li> <li>Drivers that have been found to exceed these standards will be grounded immediately.</li> <li>Document and provide copies to the equipment manager.</li> </ul>	I		

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Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>28. <u>Inspect roads within the incident area.</u></p> <ul style="list-style-type: none"> <li>• Insure that an inspection has been done on all roads within the incident area that will be used for the transportation of personnel and equipment.</li> <li>• All roads must be of adequate width, grade, and maintenance condition to allow safe use by the vehicles being utilized on the incident.</li> <li>• Any roads that have been identified as unsafe for vehicles travel will be closed and monitored for unauthorized use.</li> <li>• All roads that need maintenance or repairs will be identified on a map and information given to the ground support leader.</li> </ul>	I		
<p>29. <u>Monitor work shift lengths.</u></p> <ul style="list-style-type: none"> <li>• Review time records and identify operational period lengths of personnel with the time unit leader.</li> <li>• Identifies what personnel are exceeding the work standards established by the agency responsible for the incident.</li> <li>• Identify reasons for excessive operational period and potential safety problems that may occur because of excessive work lengths.</li> <li>• Recommend corrective action to incident commander.</li> </ul>	I		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>30. <u>Distribute accident investigation reports and initiate follow-up action.</u></p> <ul style="list-style-type: none"> <li>Follow up to see that all accident investigation reports are completed and includes all required information.</li> <li>Distributes copies of the report to the incident commander, claims specialists, compensation for injury specialist and documentation unit leader.</li> <li>Recommends need for corrective action based on findings of the report to the incident commander. Initiates immediate corrective action, if necessary.</li> <li>Distributes information concerning accidents to incident commander, information officer and liaison officer.</li> </ul>	I/R		
<p>31. <u>Monitor injuries/illnesses claims cases for compensation (OWCP) which require hospitalization.</u></p> <ul style="list-style-type: none"> <li>Reviews the injuries/illnesses claims cases that require hospitalization or further medical treatment with the compensation-for-injury specialist.</li> <li>Injuries and illnesses that appear not to be incident related are controverted.</li> <li>Other cases are reviewed for possible cause and corrective actions are implemented to prevent further occurrence.</li> </ul>	I/R		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>32. <u>Monitor fire crews for personnel protective equipment use.</u></p> <ul style="list-style-type: none"> <li>Visually check fire crew members preparing for duty to see that they are wearing or have all required personnel protective equipment and other personal gear.</li> <li>This includes Nomex clothing, hard hats, fire shelters, leather work gloves, hearing and eye protective equipment, including 8-inch-high leather work boots.</li> <li>Line workers that lack the personnel protective equipment will be supplied such equipment prior to being transported to the line.</li> </ul>	W		
<p>33. <u>Brief daily with air operations branch director.</u></p> <ul style="list-style-type: none"> <li>Brief daily with the air operations branch director on general aviation activities for the day, identifying those activities that are considered to be high hazard operations.</li> <li>High hazard operations will be identified in the safety message by the safety officer and at the briefing by the air operations branch director.</li> </ul>	I/R		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>34. <u>Monitor all air operations activities.</u></p> <ul style="list-style-type: none"> <li>Monitors to assure that air safety requirements are being implemented and followed.</li> <li>All identified serious hazards or unsafe conditions will be documented.</li> <li>Corrective action will be implemented through the air operations branch director.</li> </ul>	I		
<p>35. <u>Review aircraft incidents/accident reports.</u></p> <ul style="list-style-type: none"> <li>Reviews on a daily basis all aircraft incident/accident reports.</li> <li>Monitors to see that recommended corrective action is implemented.</li> <li>Provides assistance to air operations branch director in dealing with preventative measures to ensure risks have been minimized or eliminated.</li> </ul>	I/R		
<p>36. <u>Monitor helicopter operation time.</u></p> <ul style="list-style-type: none"> <li>Review with the helicopter timekeeper, operation time or helicopters for compliance to agency flight time policy and pilot duty hours.</li> <li>Areas of concern will be discussed with air operations branch director.</li> </ul>	I		

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I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
W = task must be performed on a wildfire incident  
/R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD  
Continuation Sheet

POSITION: SAFETY OFFICER TYPE 1 & 2 (SOF1 & SOF2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>37. <u>Monitor crews for general physical condition.</u></p> <ul style="list-style-type: none"> <li>• Interview crews to determine if their needs are being met as related to food, water and rest.</li> <li>• Crews that are identified as being high risk due to extreme fatigue or poor physical condition will be evaluated for possible demobilization.</li> <li>• Discuss with incident commander, operations section chief and agency representative for final resolution to problem.</li> </ul>	I		
<p>38. <u>Debrief with field observers.</u></p> <ul style="list-style-type: none"> <li>• Meets with the field observer(s) to obtain information on potential high-hazard areas or operations that will be considered to be of high risk</li> <li>• Use this information in preparation of safety messages and for discussions at briefings.</li> <li>• Safety assistants will be assigned to monitor these areas or operations.</li> </ul>	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SAFETY OFFICER TYPE 1 & 2 (SOF1 & SOF2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>39. <u>Monitor fire weather forecasts.</u></p> <ul style="list-style-type: none"> <li>Briefs with the meteorologist for review of current and predicted weather conditions.</li> <li>Any change in weather conditions during the operational period that was not predictable and could cause high risk conditions will be communicated to the fire behavior analyst and operations section chief.</li> </ul>	W		
<p>40. <u>Confers with fire behavior analyst.</u></p> <ul style="list-style-type: none"> <li>Meets with the fire behavior analyst daily about any unusual fire behavior conditions predicted for the next shift period.</li> <li>Reviews fire behavior forecasts and compares them to the fire tactics described in the Incident Action Plan.</li> <li>Reviews on the ground any potential high-hazard operations with the fire behavior analyst so as to be able to advise command and general staff on methods to accomplish the task with reduced risks.</li> <li>All information obtained will be used to develop safety messages for the Incident Action Plan and briefings be the safety officer.</li> </ul>	W		

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QUALIFICATION RECORD  
Continuation Sheet

POSITION: SAFETY OFFICER TYPE 1 & 2 (SOF1 & SOF2)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>DEMOBILIZATION</u></b>  41. <u>Demobilization and check-out.</u> <ul style="list-style-type: none"> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Subordinate staff are briefed on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed.</li> <li>• If required, ICS Form 221 (Demobilization Check-Out) is completed and turned in to the appropriate person.</li> </ul>	I		
42. <u>Debriefs agency administrator.</u> <ul style="list-style-type: none"> <li>• As directed by the incident commander, provides a debriefing to the agency administrator regarding incident safety history, including accidents, hazards, corrective actions and commendations.</li> </ul>	W		

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 I = task must be performed on an incident (flood, fire, search & rescue, etc.)  
 W = task must be performed on a wildfire incident  
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## INSTRUCTIONS for EVALUATION RECORD

**There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, by simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.**

**Evaluator's name, incident/office title & agency:** List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

**Evaluator's home unit address & phone:** self explanatory

**#:** The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record in order to indicate the circumstances under which a particular task was performed.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

**Incident Type:** Enter type of incident, e.g., wildfire, search and rescue, flood, etc.

**Number and Type of Resources:** Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

**Duration:** Enter inclusive dates during which the individual was evaluated. This block may indicate a span of time covering several small and similar incidents if the individual has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

**Mgt. Level:** Indicate ICS organization level, i.e., Type 4, Type 3, Type 2, Type 1 or Area Command.

**NFFL Fuel Model:** For wildfire experience, enter number (1-13) of the fuel model in which the incident occurred and under which the individual was evaluated.

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Short Grass (1 foot)         | 8. Closed Timber Litter        |
| 2. Timber (grass & understory)  | 9. Hardwood Litter             |
| 3. Tall grass (2 1/2 feet)      | 10. Timber (litter understory) |
| 4. Chaparral (6 feet)           | 11. Light Logging Slash        |
| 5. Brush (2 feet)               | 12. Medium Logging Slash       |
| 6. Dormant brush-Hardwood Slash | 13. Heavy Logging Slash        |
| 7. Southern Rough               |                                |

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant red card rating:** List your certification relevant to the trainee position you supervised.

## Evaluation Record

TRAINEE NAME		TRAINEE POSITION			
<b>#1</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

<b>#2</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					



**Evaluation Record**  
(Continuation Sheet)

TRAINEE NAME		TRAINEE POSITION			
<b>#3</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

<b>#4</b>	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory &amp; suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					